

SAFETY COMMITTEE MEMBERS

Ben West - Chair
Anne Stoll-Truelock
Cathy Hill
Celeste Wallick
Kellisa Shirane
Jay Slocum
Mark Kester



LEGAL COUNSEL TO THE SAFETY COMMITTEE

Brandon Price

NOTICE OF MEETING AND AGENDA

WASHOE COUNTY SAFETY COMMITTEE

January 19, 2023

1:30 PM

**Washoe County Administration Complex
1001 E. Ninth Street, Reno, Nevada
Comptroller's Large Conference Room, Building D, 2nd Floor AND
Remotely via Microsoft Teams**

This meeting will be held at the physical location listed above and via teleconference as provided below.

Meeting ID: 269 325 220 412

Passcode: czCCjh

(775) 325-0620

184080935#

This is an in-person meeting; however, Committee members and members of the public may attend this meeting by teleconference via this [Click here to join the meeting](#) (Meeting ID: 269 325 220 412, Passcode: czCCjh) or by telephone by dialing (775) 325-0620 and entering Conference ID: 184080935#. Please note the Teams Meeting link option will require a computer or phone with internet access or the Microsoft Office product "Teams" application and with audio capabilities.

The Washoe County Comptroller's Large Conference Room is accessible to the disabled. If you require special arrangements for the meeting, call the Risk Management Office, 328-2665, at least 24 hours prior to the meeting.

Public Comment. Public comments are welcomed during the Public Comment periods for all matters at the beginning and end of the meeting for all matters, whether listed on the agenda or not. Additionally, public comment specific to the action item being considered will be heard during individual action item on the agenda. Public comments are limited to two minutes per person. Persons may not allocate unused time to other speakers. Members of the public may submit public comment by either attending the meeting in person, attending the meeting via teleconference, attending by telephone, or providing public comment in writing. To provide public comment via Teams, log into the Teams meeting at the above link and utilize the "Raise Hand" feature during any public comment period.

Forum Restrictions and Orderly Conduct of Business. The Safety Committee conducts the business of Washoe County and its citizens during its meetings. The presiding officer may order the removal of any person whose statement or other conduct disrupts the orderly, efficient or safe conduct of the meeting. Warnings against disruptive comments or behavior may or may not be given prior to removal. The viewpoint of a speaker will not be restricted, but reasonable restrictions may be imposed upon the time, place and manner of speech. Irrelevant and unduly repetitious statements and personal attacks which antagonize or incite others are examples of speech that may be reasonably limited.

Responses to Public Comments. The Safety Committee can deliberate or take action only if a matter has been listed on an agenda properly posted prior to the meeting. During the public comment period, speakers may address matters listed or not listed on the published agenda. The Open Meeting Law does not expressly prohibit responses to public comments by the Safety Committee. However, responses from the Safety Committee to unlisted public comment topics could

become deliberation on a matter without notice to the public. On the advice of legal counsel and to ensure the public has notice of all matters the Safety Committee will consider, the Safety Committee may choose not to respond to public comments, except to correct factual inaccuracies, ask for County staff action or to ask that a matter be listed on a future agenda. The Safety Committee may do this either during the public comment item or during the following item: “Topics for Future Agendas [Non-Action Item].”

Posting of Agenda. Pursuant to NRS 241.020(4)(b), the Agenda for the Washoe County Safety Committee Meeting has been posted at the following locations: Washoe County Administration Building (1001 E. 9th Street, Bldg. A); the Washoe County website (www.washoecounty.us/comptroller/board_committees/safety_committee); and the Nevada Public Notice Website (<https://notice.nv.gov>).

How to Get Copies of the Agenda and Supporting Materials. Copies of this Agenda and supporting materials for the items on the agenda provided to the Washoe County Safety Committee are available to members of the public by contacting Jeri Renshaw at the Comptroller’s Office (1001 E. 9th Street, Bldg. D, 2nd Floor, Room 200, Reno, Nevada), phone 775-328-2665, or email at jrenshaw@washoecounty.gov and are also posted on the County’s website at: www.washoecounty.us/comptroller/board_committees/safety_committee.

Special Accommodations. Persons with disabilities who require special assistance (e.g., sign language, interpreters or assisted listening devices to participate in the meeting should Please contact Jeri Renshaw at the Comptroller’s Office by emailing jrenshaw@washoecounty.gov or by leaving a message at 775-328-2665 in advance at least 48 hours before the meeting so that arrangements can be made.

Possible Changes to the Agenda and Timing. Items on the agenda may be taken out of order; combined with other items; removed from the agenda; moved to the agenda of another meeting; or may be voted on in a block. NRS 241.020(2)(d)(6) and (7).

AGENDA

1. **Call to Order and Determination of Quorum** [Non-Action Item].
2. **Public Comment** [Non-Action Item]. Comment heard under this item will be limited to two minutes per person and may pertain to matters both on and off the Safety Committee agenda. However, action may not be taken on any matter raised during this public comment period until the matter is specifically listed on an agenda as an action item. Comments are to be made to the Safety Committee as a whole.
3. **Acknowledgment of Service by Previous Committee Members and Possible Selection of Committee Members** [For Possible Action]. Acknowledgement of work by previous committee members, Deputy Mark Kester and Anne Stoll-Truelock, and possible action to replace committee member with Sgt. Lars Christensen and Monica Liebgott, respectively.
4. **Approval of September 15, 2022 Meeting Minutes** [For Possible Action]. A review and approval of the Washoe County Safety Committee meeting minutes of September 15, 2022. Committee members may identify any additions or corrections to the draft minutes as transcribed.
5. **Report on Vehicle Accident** [Non-Action Item]. Presentation by Celeste Wallick and discussion of an industrial report of an employee vehicle accident occurring on December 1, 2022, from Human Services Agencies.

6. **Presentation and Discussion of Industrial Injury Reports** [For Possible Action]. A presentation by Celeste Wallick of Industrial Injury Summary Reports beginning September 2022 up to this current date in January 2023 for, discussion, and possible action to make recommendations for the purpose of preventing work-related injuries or illnesses.
7. **Code 65 Update** – [For Possible Action]. An update, discussion, and possible action on the Code 65 on Safety and Health of County Officers and Employees.
8. **Communication Summary** [For Possible Action]. A review, discussion, and possible action of the communication summary from Ben West.
9. **Award Nominations.** [For Possible Action]. A discussion and possible recommendations of safety award nominations for County employees.
10. **Committee Planning for 2023** [For Possible Action]. A discussion and possible action regarding activities, events, notifications, and projects to be accomplished by the Committee in calendar year 2023.
11. **Update on Human Resources Training Site Advancements** [For Possible Action]. A presentation by Celeste Wallick on Human Resources training site advancements, a discussion, and possible action regarding training site advancements.
12. **Update on Safety Drills** [For Possible action]. An update by Celeste Wallick and/or Ben West on any County scheduled safety drills that have taken place since the last meeting and possible discussion of safety drills.
13. **Announcements and Future Agendas** [Non-Action Item]. Comments by the Committee or staff members, limited to announcements, topics, or issues for future agendas. No discussion among committee members will take place on this item.
14. **Public Comment** [Non-Action Item]. Comment heard under this item will be limited to two minutes per person and may pertain to matters both on and off the Safety Committee agenda. However, action may not be taken on any matter raised during this public comment period until the matter is specifically listed on an agenda as an action item. Comments are to be made to the Safety Committee as a whole.
15. **Adjournment** [Non-Action Item].



WASHOE COUNTY

COMPTROLLER'S DEPARTMENT

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SAFETY COMMITTEE MEETING MINUTES
COMPTROLLER CONFERENCE ROOM – 2ND FLOOR
MEETING HELD VIA TEAMS

September 15, 2022

1:30 PM

Call to Order

In Ben West's absence, Cathy Hill called the meeting to order at 1:30 pm.

1. Roll Call

Anne Stoll-Truelock
Celeste Wallick
Chaz Lehman
Jay Slocum
Cathy Hill
Kellisa Shirane

WCEA representative
Safety Analyst
Legal Counsel for Committee
Washoe County Public Attorneys Association
Washoe County Comptroller and Risk Manager
Washoe County Nurse's Association

Not present

Ben West
Mark Kester

Washoe County Manager's Office
Washoe County Sheriff's Deputy Association

Public Present

None

2. Public Comment

There was no response to the call for public comment.

3. For possible action, a review and approval of the Washoe County Safety Committee meeting minutes of July 21, 2022.

Anne Stoll-Truelock made a motion to approve the minutes of July 21, 2022, as they stand. Celeste Wallick seconded. There were no comments from the public on this item. Motion passed unanimously.



QUALITY
PUBLIC SERVICE



INTEGRITY



EFFECTIVE
COMMUNICATION

4. For possible action, a presentation of Industrial Injury Summary Reports and recommendations of the Committee for prevention of work-related injuries or illnesses.

Celeste Wallick directed the committee's attention to the beginning of the reports from page 6 through the last page. Cathy Hill stated she noticed that the Sheriff's Department is on the uptake again and asked if there was a resounding theme. Celeste responded that almost all of them are altercations and are unavoidable. She mentioned that she received a claim just this morning, where a deputy was burned and hit his head on the floor and was struck multiple times which will be on the next report. She thinks it is getting worse with the inmates and arrestees but that they do have a very rapid response with multiple responders so there have been several claims where two or three different individuals were injured in the same incident. She continued, that the responders hit it hard but, that is exactly the type of response we want.

Cathy Hill asked what kind of investigation was performed on the one that stated the employee fell onto floor, fracture, no obstacles, floor was clean and dry. It said claim, but that it was not necessarily accepted. Celeste Wallack responded that in this case they did have actual video tape of the incident and spoke to witnesses that all confirmed the employee just fell. She added that they do investigate when they have the opportunity and that cameras are crucial in helping with the investigations.

Cathy Hill then stated that the Sheriff's altercations are unfortunate but doesn't know of any improvements that can be made. Celeste agreed and said that the physical training they do in the academy is a heavy hitter for us. They do defensive tactics and do a lot physical training with running and jumping.

5. For possible action, a discussion on the Code 65 updates.

Cathy Hill said Ben West did reach out to a Deputy District Attorney about finalizing these and going to the BCC. Cathy said she would table this, but as a reminder to the committee did state that they did do some updates on these, reviewed them, and did approve them. It now needs to go to the Board since it is code and that is the status that we are currently in. No input is necessarily needed from the committee, but we don't have an update of the adjustments of the code. Celeste Wallick added that she believed it was Jennifer Gustafson that was working on this.

6. For possible action, a review of the communication summary from Ben West.

Cathy Hill noted that Ben West is absent today and since this is an ongoing item for our agenda, we will continue it on the agenda for Ben to address at the next meeting. Cathy also mentioned that for the next meeting to keep an eye on your calendars that there is a proposal to meet every quarter instead of every other month.

7. For possible action, a discussion and recommendation of safety award nominations.

Celeste Wallick has not received any nominations. Cathy Hill asked if anyone knew of any safety award nominations that should be brought forth or anything that employees or departments can be informed of to promote a nomination. The answer from committee members was no. Kellisa Shirane said she would relay this information to the supervisors in her department. Cathy also asked about this information being shared at the HR Rep meeting that took place today, which Celeste confirmed it was not done but agreed it would have been a good opportunity to get this item out. Celeste will reach out to HR to add to their agenda to present at the next HR Rep meeting.

8. For discussion, activities, events, notifications, projects to be accomplished in calendar year 2023.

Cathy Hill explained that this item is on the agenda for the committee to be prepared on a calendar basis of the events that happen in northern Nevada that we need to be ready for such as Street Vibrations and the Reno Rodeo. This item to be tabled until the next meeting when Ben West can be here to get a good discussion going with the committee to layout these events and notifications that should accompany them.

9. For discussion and possible action, HR Training site advancements presented by Celeste Wallick.

Celest Wallick said that this is still a work in progress. HR has set up with a new vendor for some online trainings which they are still reviewing. They are planning for some of this training to become part of new employee orientation. They are in the process of revamping the Safety/Risk Management portion of the new employee orientation including all the things that they want new employees to know about their rights and responsibilities regarding a safe workplace. Also, there will be Bridge training modules that can be assigned based on job titles. For example, those people who are working with heavy equipment would automatically be signed up for power industrial truck training and machine guarding; everything will be assigned to them based on their job title which is very exciting to have that ability. Also, if we feel there is a trend of a problematic situation or if there is a new procedure within a department where they need refresher training such as “back injury prevention” or “slips, trips and falls”, then we will have the opportunity to assign individual training to those people. We could do the same thing with work-related injuries. We can do training preemptively or after-the-fact or both. By the end of year, they hope to be done with this. This item is to stay on the agenda for the next meeting. Last, Celeste stated that they added the office ergonomics module on our intranet site. Under Departments, Comptroller, Risk Management you can find ergonomics information. The training is also set up. It will be a rolled-out through Human Resources. She emphasized that they want everyone to get the “slips, trips and falls” and “back injury prevention” training which is not job specific and anyone can experience those types of injuries.

10. For discussion, an update on any County scheduled safety drills that have taken place since the last meeting.

Celeste Wallick informed the committee that they have not done any safety drills since the last meeting only inspections have been performed.

11. Comments by the Committee or staff members, limited to announcements, topics, or issues for future agendas. No discussion among committee members will take place on this item.

Next meeting will be November 17, 2022. Topics for next meeting will be usual reports; Code 65 update; communications update; safety award update; Calendar year 2023 discussion; HR training site updates; safety drills updates and safety inspection discussion.

12. Public Comment

There was no response to the call for public comment.

13. Meeting adjourned at 1:44 p.m.



WASHOE COUNTY
COMPTROLLER'S DEPARTMENT

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REPORT OF ACCIDENT/INCIDENT - INITIAL

DATE: December 22, 2022

TO: County Driver
Direct Supervisor
Department Head
Representing Labor Union

FROM: Celeste Wallick, Risk Management Analyst
Cathy Hill, Comptroller and Risk Manager

SUBJECT: Claim # 2023-145
Date of Incident: 12-1-22
Vehicle # 1374 - 2018-Chevy Traverse

Incident

Employee was driving vehicle # 1374 on the Robb Drive on-ramp to enter I-80 eastbound. Employee reports they sneezed and when they put their head back up after the sneeze they saw a stopped truck. Vehicle # 1374 struck the rear of a flatbed (car hauler type) trailer attached to a semi truck and then deflected into the guardrail. Photos of vehicle # 1374 show extensive front end damage. The semi's trailer had damage to the rear bumper and driver's side taillight assembly. Employee has an open Worker's Compensation claim for injuries sustained in this incident. There were no other reported injuries.

Findings

The SAF 5 was initiated on 12-5-22 (4 days after the incident) and not completed with the Department Heads signature. This is not in compliance with Washoe County Code. Photographs and the police report were submitted.

Employee:

- Has not had any other reported incidents with County vehicles within the past 12 months.
- The last DMV driver report of 6-21-21 showed a moving violation for "improper or erratic (unsafe) lane changes" issued on 4-12-19.
- Last completed a Washoe County Defensive Driving course on 6-4-21.
- Stated that they turned their head down when they sneezed and when they looked up they couldn't react in time to miss the truck that was stopped. They report that they tried slamming on the brakes but still hit the rear of the trailer.
- Should have been aware of vehicles in front of, and to the side of, their vehicle as is always needed when merging onto a highway. Even though their eyes were momentarily closed due to the sneeze, they should have been aware that there was a vehicle in front of them and already identified that the semi truck was not going the same speed as their vehicle.

The Highway Patrol report indicates there was a failure to decrease speed and issued a citation for failure to use due care. The report indicates that the speed being traveled at the time of impact was between 50 mph to 60 mph. In Defensive Driving classes, it is taught that a generally acceptable following distance is 3 seconds behind the leading vehicle. At 50 mph a vehicle will travel approximately 200 feet in 3 seconds. Even with the short duration where the employees eyes were closed due to the sneeze, the vehicle should have been able to be stopped in time to avoid a collision if the proper following distance had been maintained.

Drivers are responsible for the safe operation of their vehicles. This incident indicates a failure to recognize and avoid hazards that are present which could have led to a serious, or even life-threatening event.

This incident may be considered preventable, which is defined in the Washoe County Driver Policy as “any incident where the County Driver’s actions, or failure to act, contributed to the incident.”

Cost

Vehicle # 1374 is a total loss of which cost is unknown at this time. The deductible will be charged to Human Services and the balance of the loss to Risk Management. Risk Management will be reimbursed any collected auction or salvage costs.

The owner of the trailer filed a claim with Risk Management for repairs. Those costs are pending.

Recommendations

Department Management is requested to:

1. Remind all department employees that a failure to recognize and avoid hazards could lead to a serious, or even life-threatening, event. Remind all employees of their responsibility to be aware of their surroundings, look at the path of travel, anticipate any potential hazards, and take action to avoid collisions with those hazards.
2. Counsel the employee and take appropriate actions pursuant to section 6 of the Driver Policy. Appropriate actions may include completion of additional training, review of the Driver Policy and Communication/Electronic Device Use form, performing a ride-along, requesting a current driving report, or other action as deemed appropriate by the department.
3. Ensure that reporting forms are completed and submitted in compliance with Washoe County Code 65.200 and 65.210. Should a Department Head be unavailable due to being out of the office, we recommend that the reports be submitted to Risk Management timely, and then completed and sent as soon as the Department Head returns.
4. Review the Workplace Safety Program. Consider your department’s stance for preventable incidents and notify or train employees as appropriate

Risk Management will submit information about this incident (without names) to the County Safety Committee for review pursuant to Section 6 of the Driver Policy. Parties on this memo will be notified of any recommendations made by the Safety Committee. Parties are welcome to attend the Safety Committee meeting.

Risk Management will keep the claim file open and issue a final report when costs for the County vehicle and third party vehicle’s repairs are finalized.

Cathy Hill, Risk Manager

Original: Washoe County Self-insurance Claim File

Enc. DRIVER POLICY
COMMUNICATION / ELECTRONIC DEVICE USE form

NOTICE: Pursuant to Washoe County Code 65.145, any employee who is the subject of a report by the Risk Manager, that employee's association's authorized representative, the employee's department head, or the Risk Manager may request that the report and the underlying matter may be reviewed by the Safety Committee. To request a review of the report by the Safety Committee, a request must be sent to the Risk Manager in writing within 30 days of delivery of the report.





COMMUNICATION / ELECTRONIC DEVICE USE

A goal of Washoe County is to prevent incidents that could result in personal injury or property damage. This is a supporting document to the Driver Policy.

Any activity that causes a person to lose focus on the task of driving vehicles, or operating equipment, is considered a distraction. Distractions must be controlled while employees are driving any class of vehicles or equipment on or off roadways. The term “vehicles” for purposes of this document will refer to cars, trucks, vans, busses, watercraft, two wheeled motorized transports, and off-road type vehicles, of any size and class. The term “equipment” for purposes of this document will refer to equipment being driven or directly operated by employees, which will include, but not be limited to, forklifts, backhoes, tractors, loaders, cranes, lift trucks, lawnmowers, etc.

Although it is legal in Nevada to use a hands-free communication device while driving, the Washoe County Driver Policy prohibits the use of communication and electronic devices while driving. The directive is to make or take calls and manipulate controls of electronic devices when the vehicle is stopped and out of a lane of traffic or actively involved in a job task. Communication devices include cell phones, two way radios, satellite radios, etc. Other electronic devices that may lead to distraction include, but are not limited to, radio/CD players, iPods, MP3, GPS units, laptop or other computers, etc.

Some job positions or tasks require the use of communication or electronic devices while driving in order to complete County objectives. Examples would be Sheriff’s Office and Animal Services personnel who are responding to official business. Universal exceptions may be made by departments for those situations.

Department Heads may make exceptions to allow their employees to use communication or electronic devices while driving vehicles or operating equipment under certain circumstances. Those circumstances are to be documented on the attached form. Use of communication or electronic devices while driving or operating equipment will not be allowed unless specifically documented by the department.

Any exceptions given by departments will NOT include texting while driving, which is against Nevada law and strictly prohibited at all times and under all circumstances.

Department management is responsible for determining when exceptions may be made to allow for communication or other electronic devices to be used when driving or operating equipment, completion of the Communication / Electronic Device Use Form, training for their employees, and monitoring and enforcing the Driver Policy and Communication / Electronic Device Use form for their department.

Employees are responsible for reading and acknowledging receipt of the Drivers Policy and the Communication / Electronic Device Use form and complying with the directions of the County and their department.

COMMUNICATION / ELECTRONIC DEVICE USE FORM

WASHOE COUNTY _____ DEPARTMENT

The above department has determined that the following situations may require employees to use communication and/or other electronic devices while driving or operating motorized equipment. Unless specifically annotated on this form, and properly signed and dated by the Department Head (or designee), use of communication or other electronic devices while operating vehicles or equipment is prohibited.

1. Cell phones / satellite phones may be used in the following circumstances:

NOTE:

Calls are limited to those requiring an immediate decision or attention in response to County business only. Duration of calls are to be kept to a minimum. Personal calls do not fall under this exception and are not allowed while driving or operating equipment. A hands free device shall be used whenever possible.

2. Communication radios may be used in the following circumstances:

NOTE:

Washoe County’s two way radio system is recommended for communication of work related issues. They should not be used in heavy traffic conditions, while navigating intersections, or in school zones. Prior to use, stop the vehicle out of the path of traffic whenever possible.

3. Other electronic devices may be used in the following circumstances:

Radio / CD players / IPod / MP3: _____

GPS: _____

Laptop or other computers: _____

Other: _____

NOTE:

Devices placed in or around an ear that are not assigned for the job task can disrupt the ability to hear sounds such as sirens, horns, backup alarms, etc. and are considered a safety concern and **are** prohibited.

FORM COMPLETED BY (Print Name): _____

POSITION: _____

DATE: _____

DEPARTMENT HEADS SIGNATURE: _____

I HEREBY ACKNOWLEDGE THAT I HAVE READ, RECEIVED TRAINING, AND UNDERSTAND THE DRIVERS POLICY AND THE COMMUNICATION /ELECTRONIC DEVICE USE DIRECTIVE OF THE WASHOE COUNTY _____ DEPARTMENT. I HAVE BEEN GIVEN THE OPPORTUNITY TO ASK QUESTIONS ABOUT THESE DOCUMENTS AND MY EXPECTED RESPONSIBILITIES AND UNDERSTAND THAT IT IS MY RESPONSIBILITY TO FOLLOW THE REQUIREMENTS OF THESE DOCUMENTS.

Employee Name _____
(PRINT)

Signature _____ Date: _____

Supervisor or Trainer _____
(PRINT)

Signature _____ Date: _____

DRIVER POLICY

General Statement of Policy

It is expected that persons who drive a vehicle on behalf of Washoe County will operate vehicles in a safe and lawful manner and maintain a good driving record.

The operation of vehicles is indispensable in conducting County business. The manner in which each vehicle is used directly affects Washoe County. Lives are at stake, and vehicle collisions are potentially the most costly losses we can incur when property damage, injuries, fatalities, and liability suits are taken into consideration.

Any persons, whether an employee, volunteer, contracted driver, or other BCC approved driver, who may at any time be charged with driving a County vehicle, or their own organizations vehicle, or their personal vehicle to conduct County business, are required to abide by this Policy. They will hereafter be referred to as “County Drivers”. Sworn officers of the Washoe County Sheriff’s Office, and their Volunteer affiliates, are subject to the procedures established by the Sheriff’s Office.

The term “vehicles” for purposes of this document are defined as any motorized device, of any size and class, that are used for transporting people or goods and will include, but not be limited to, cars, vans, busses, trucks, off road vehicles, watercraft, two wheeled motorized transports, powered industrial trucks, and equipment used for the maintenance of roads, grounds, and facilities. Drivers are to receive training for the type of vehicle they will be operating. Personally owned vehicles used for work are not inspected by Washoe County or covered under Washoe County insurance but are expected to meet standard safety requirements.

County Drivers with Class A or Class B licenses who operate County vehicles within those categories are to abide by the requirements of this Policy as well as Department of Transportation regulations and any other requirements for Commercial Drivers established by law, Washoe County, or their department. County Drivers who drive equipment, either on or off recognized roadways, are covered under this policy.

Although it is legal in Nevada to use a hands-free communication device while driving, County Drivers are prohibited from talking on a cell phone (Hands Free or Not) or using other communication or electronic devices while driving. The directive is to make or take calls and manipulate controls of electronic devices when the vehicle is stopped and out of a lane of traffic. Communication devices include cell phones, two way radios, satellite radios, etc. Other electronic devices that may lead to distraction include, but are not limited to, radio/CD players, IPods, MP3, GPS devices, laptop or other computers, etc.

Departments may make exceptions to allow the use of radios or hands free devices under certain circumstances (i.e. emergency response). Department Heads must establish the criteria when communication or other electronic devices may be used and notify those affected County Drivers through written documentation when the exception(s) may be made. Completion of the

COMMUNICATION / ELECTRONIC DEVICE USE form to document the departments exceptions and instructions is required.

Any exceptions given by departments will NOT include texting while driving, which is against Nevada law and strictly prohibited at all times and under all circumstances.

Consumption of alcohol or a controlled substance anytime immediately prior to, or during the workday, is unacceptable whether the individual is impaired or not.

PURPOSE

This policy was created to:

- Notify County Drivers of the standards required to be allowed to operate a vehicle while conducting County business and inform County Drivers that action(s) may be taken for failure to maintain acceptable driving standards
- Notify County Drivers that driving records will be obtained, reviewed, and retained
- Specify responsibilities

SECTION 1. Responsibility

This policy shall be the joint responsibility of the Board of County Commissioners, County Manager, Department Heads, County Drivers, Safety Committee, Human Resources, and Risk Management.

The Board of County Commissioners will:

- Provide authorization to the responsible parties to perform actions under this policy

The County Manager is responsible for:

- The leadership of this County Policy
- Initiating and directing actions to be taken by County employees

Department Management (or designee) will:

- ensure that documentation is submitted to Risk Management in order to request driving records of County Drivers within their area
- ensure that contracted drivers or BCC approved drivers are addressed in contracts, agreements, or other documentation in order to properly convey liability for any accidents or incidents
- arrange for all employees, volunteers, contracted drivers and BCC approved drivers within their areas to complete Defensive Driving training
- take prompt, appropriate action whenever County Drivers are not in compliance with the provisions of this policy or when they are notified of circumstances which may affect a person's ability to be a County Driver

County Drivers will:

- adhere to the Driver Policy and the Communication / Electronic Device Use directives

- immediately notify the Department Head whenever there is a situation which may affect their ability to operate a vehicle or be a County Driver, which includes, but is not limited to; a citation, or other administrative action, either during or off work hours that results in a suspension, cancellation or revocation of license, or a medical condition or use of a prescription or over the counter medication which could impair the County Drivers ability to safely operate a vehicle

Risk Management will:

- Conduct, or arrange for, Defensive Driving courses
- Request and review driving records from the Nevada Department of Motor Vehicles (DMV)
- Provide information to other responsible parties as indicated within this Policy

Human Resources will:

- Identify driving activities as essential functions
- Assist department management with employment issues as needed

The Safety Committee will:

- establish standards for County Drivers
- review accident reports and related information and provide recommendations as requested
- Review the Driver Policy and referenced forms regularly and update as needed

SECTION 2. Drivers Training

County Drivers are required to participate in a County Defensive Driving class

- As part of their New Employee Orientation training,
 - within three (3) months of their hire date into a position where they will be a County Driver,
- every three (3) years
- following an at-fault incident, and
 - when directed by their Department Management.

Alternative Defensive Driving classes, may be approved by Risk Management in place of the County's Defensive Driving class.

SECTION 3. Standards for County Drivers

County Drivers are required to meet the following criteria:

- Possess a valid Nevada drivers license for the proper class vehicle(s) they are operating, or in the case of an employee who resides in an adjoining state, a valid drivers license of the proper class from that state. Note: New Nevada residents must obtain their driver license within 30 days. Contact Nevada DMV for additional information.

- Pass valid eye tests and physical examinations when a question of fitness to drive arises.
- Remain current with required Defensive Driving training.
- Demonstrate familiarity and safe driving actions with the type of vehicles assigned. Supervisors, or their designee, may conduct a ride along in order to assess the County Drivers ability to correctly and safely perform tasks.
- Demonstrate their ability to safely and lawfully operate vehicles. Information to determine their ability to safely and lawfully operate vehicles may be obtained from their own admission, doctor reports, notice of accidents/incidents/citations, driving record reports, and/or witnessed driving actions. Violations as identified in Section 5 of this policy may lead to an employee being removed as a County Driver.

SECTION 4. Driving Records

County Drivers must complete an AUTHORIZATION TO REQUEST DRIVING RECORD Form after being offered a position where they would drive, and every three (3) years while continuing to drive on behalf of the County, and upon the Department Head, Risk Management, or the Safety Committee's request.

Should a person possess a drivers license from a state other than Nevada, or possess a Nevada drivers license for less than three (3) years, that person will obtain and present a copy of their three (3) year driving record from the state(s) of licensure to their Department Head, or designee, within the first thirty (30) days of being in a position where they would drive.

The department will ensure the AUTHORIZATION TO REQUEST DRIVING RECORD forms are completed at least every three years and will review the information provided by the employee, as well as any out-of-state driving records, to ensure they meet the standards for County Drivers prior to forwarding the form to Risk Management. Departments may allow new employees to drive on behalf of the County prior to receipt of the driving record report from DMV.

Risk Management will request drivers record reports from Nevada DMV and review the report when received. Findings on the report showing violations that are identified within this Policy will be forwarded to the Department Head.

The department will compare the form and report with the standards established in this Policy and the Department Head will take appropriate hiring action or employment action as needed.

Completed AUTHORIZATION TO REQUEST DRIVING RECORD forms and the DMV driving record reports will be maintained by Risk Management for three (3) years from the report date.

SECTION 5. Driving Record Review & Appropriate County Action

Unsafe or unlawful actions, as may be found on driving record reports, may be grounds for denying employment to a prospective employee or for counseling, training, or other corrective measures to established County Drivers.

No person will be allowed to drive as a County Driver if they have a currently suspended, canceled, or revoked license. Proof of license reinstatement must be provided to the Department Head and Risk Management. County Drivers will not drive on County business until the Department Head authorizes, in writing, that the employee may operate a vehicle on County business.

County Drivers shall inform their Department Head before their next scheduled working shift of any citations or convictions for offenses which may result in revocation or suspension of their license per Nevada DMV, or an accumulation of eight (8) demerit points within the past twelve (12) month period.

Department Heads will take appropriate action when advised of citations or convictions, including but not limited to, any of the following, whether as a result of personal activities or while driving on County business:

Suspended, canceled or revoked license;

Manslaughter as a result of operating a vehicle;

Driving under the influence of, or impaired by alcohol, a controlled substance, or other drug;

Failure to stop, failure to give information or failure to render assistance in the event of an accident;

Reckless, aggressive, careless or imprudent driving;

Passing a school bus while loading or unloading passengers;

Speed contest, drag racing or exhibition of speed;

Accumulation of demerit points as defined by Nevada laws totaling 8 or more points in the past 12 month period; or,

Failure to have a valid license for the class of vehicle operated

Department Heads will counsel County Drivers upon notification that the following have occurred within the past 12 months determined by the date on the DMV report:

Three or more moving violations

Two or more moving violations, in combination with an at-fault accident

Two or more at-fault or preventable accidents

Sustained complaints on driver activities due to separate incidents

Any moving violation that occurs while on County business

Cell phone use or other distracted driving

SECTION 6. Accident Review

Risk Management investigates each incident involving a County vehicle to determine if the incident was preventable or non-preventable. The goal is to provide recommendations on how to prevent similar incidents. Department management is requested to investigate and take appropriate action following each preventable incident. It would be recommended that employees re-do a Washoe County driving course and/or have a supervisor conduct a “ride-along” evaluation of their driving abilities following a preventable incident.

“Preventable” means any incident where the County Driver’s actions, or failure to act, contributed to the incident.

“Non-Preventable” means any incident where the County Driver operated the vehicle as safely as possible under the conditions existing at the time of the incident, whose actions or inactions were not the cause of the incident, and the driver did not violate any law or ordinance which contributed to the incident.

At Risk Management’s discretion, reports of significant preventable incidents may be made available to the County Safety Committee for review. Based on the facts of the incident, and/or the employee’s driving record, the Safety Committee may make recommendations for counseling, training, or corrective measures to the Department or Division Head that shall be recorded in the employee’s personnel file.

**WORKER'S COMPENSATION
TIME LOST FROM WORK IN CY23
as of 1-11-23**

CURRENT STATUS	DEPARTMENT	INCIDENT DATE	DIAGNOSIS	MECHANISM	LOST DAYS	RESTRICTED DAYS
OFF WORK	DISTRICT COURT	1-4-23	FRACTURE	SLIP/FALL ON ICE	20	0
OFF WORK	SHERIFF'S OFFICE	12-26-22	MULTIPLE	MVA - STRUCK BY VEHICLE	21	0
OFF WORK	SHERIFF'S OFFICE	7-26-22	TEAR	PICKED UP HEAVY ITEM	30	121
OFF WORK	CSD	1-6-23	PERSONAL ILLNESS	PERSONAL ILLNESS	10	0
OFF WORK	SHERIFF'S OFFICE	10-18-21	PTSD	NORMAL JOB DUTIES	300	1
OFF WORK	SHERIFF'S OFFICE	4-7-22	TEAR	DT TRAINING	45	20
OFF	CSD	4-18-22	NEUROLYSIS	TOOL STOPPED ABRUPTLY	45	185

471 326

NOTE: TOTAL NUMBER OF LOST AND RESTRICTED WORK DAYS ARE ANY THAT QUALIFY SINCE THE INCIDENT DATE

Injury Report for		SEPTEMBER 2022					Report as of 1-11-23		Pg 1 of 2
DATE	INCIDENT	HAZARDOUS CONDITION	UNSAFE ACT	CONTRIBUTING FACTOR	CORRECTIVE ACTION	CLAIM or INCIDENT			
9-1-22	PERSONAL ILLNESS	NORMAL	NORMAL	NONE	NONE	CLAIM			
9-6-22	CONTACT WITH ARRESTEES BLOOD	NORMAL	NORMAL	ACT OF ANOTHER	NONE	CLAIM			
9-6-22	ALTERCATION MAKING AN ARREST	NORMAL	NORMAL	ACT OF ANOTHER	NONE	IO			
9-6-22	CONTACT WITH ARRESTEES BLOOD	NORMAL	NONE	NONE	WEAR PPE WHEN POSSIBLE	CLAIM			
9-7-22	OPENED A SECOND DRAWER ON A FILING CABINET & THE CABINET TIPPED OVER	CABINET BECAME FRONT HEAVY	OPENING TWO DRAWERS AT A TIME	NONE	WORK ORDER FOR CARPENTERS TO SECURE CABINETS - TRAINING	CLAIM			
9-8-22	SETTING UP TARGETS, A STAPLE POKED THROUGH THE TARGET	STAPLE POKED THROUGH CARDBOARD & TARGET	NONE	NONE	WEAR GLOVES DURING SET UP	CLAIM			
9-8-22	JUVENILE BIT EMPLOYEE	NORMAL	NONE	ACT OF ANOTHER	NONE	CLAIM			
9-8-22	NEEDLESTICK BEFORE GIVING VACCINATION	NORMAL	RECAPING NEEDLE	UNKNOWN WHY NEEDLE BENT	TRAINING - EMPLOYEE WAS FOLLOWING PROPER PROCEDURES	IO			
9-12-22	POKED WHEN CLEANING FORCEPS	NORMAL	NONE	NONE	REMINER OF CLEANING PROCEDURE	CLAIM			
9-13-22	DT TRAINING	NORMAL	NORMAL	NONE	NONE	IO			
9-14-22	ALTERCATION WITH INMATE	NORMAL	NONE	ACT OF ANOTHER	NONE	CLAIM			
9-15-22	ALTERCATION WITH INMATE	NORMAL	NORMAL	ACT OF ANOTHER	NONE	IO			
9-16-22	DT TRAINING	NORMAL	NORMAL	NONE	NONE	IO			
9-16-22	CHAIR TIPPED OVER WHILE EE WAS SITTING IN IT	SAID CHAIR MAY HAVE CAUGHT ON FLOOR MAT	NORMAL	UNKNOWN	CHAIR WAS ADJUSTED	IO			
9-16-22	CHAIR "FELL OUT FROM UNDER ME" WHEN TRYING TO SCOOT CLOSER TO DESK	NOTES ARE THAT POSSIBLY CHAIR WAS TOO HIGH	NORMAL	UNKNOWN	CHAIR WAS ADJUSTED	IO			
9-19-22	FALL ONTO CARPET	NORMAL	UNKNOWN	NO DEFECTS OR OBSTACLES OR REASON NOTICED	USE CARE	CLAIM			

Injury Report for		SEPTEMBER 2022					Report as of 1-11-23		Pg 2 of 2
DATE	INCIDENT	INJURY	HAZARDOUS CONDITION	UNSAFE ACT	CONTRIBUTING FACTOR	CORRECTIVE ACTION	CLAIM or INCIDENT		
9-26-22	MVA - CRASHED INTO CONCRETE WALL	SPRAIN, PAIN	LOOSE GRAVEL	NONE	DR NOTE SAID THE TIRE BLEW - BUT THIS IS NOT MENTIONED ANYWHERE ELSE	NONE	CLAIM		
9-28-22	DT TRAINING	SPRAIN	NORMAL	NORMAL	NONE	NONE	CLAIM		

CLAIMS
INCIDENTS ONLY

TOTAL	11
	7
	18

Injury Report for		OCTOBER 2022					Report as of 1-11-23		Pg 1 of 1
DATE	INCIDENT	INJURY	HAZARDOUS CONDITION	UNSAFE ACT	CONTRIBUTING FACTOR	CORRECTIVE ACTION	CLAIM or INCIDENT		
10-4-22	SLIP/FALL WHEN GETTING TO WORK TRUCK	CONTUSION, SWELLING	NORMAL	NORMAL	UNKNOWN	USE CARE	IO		
10-6-22	STRUCK BY VEHICLE WHEN WALKING IN PARKING LOT	LACERATION, CONTUSION	STARBUCKS PARKING LOT	UNKNOWN	OTHER DRIVER SAID HE DID NOT SEE EMPLOYEE	PAY ATTENTION TO SURROUNDINGS	IO		
10-6-22	SLIP/FALL DOWN STAIRS DURING HOME VISIT	CONTUSION, SWELLING, ABRASION	FLAT SHOES ON CARPETING	NORMAL	NONE	USE CARE	IO		
10-6-22	PERSONAL ILLNESS	NEAR SYNCOPE	NORMAL	NONE	NONE	NONE	CLAIM		
10-7-22	MOTORCYCLE FELL DURING TRAINING MANEUVER	CONTUSION	NORMAL	TRAINING	NONE	CONTINUE TRAINING	CLAIM		
10-8-22	ALTERCATION WITH INMATE	HEAD INJURY, ABRASION	NORMAL	NONE	ACT OF ANOTHER	NONE	CLAIM		
10-13-22	FELL TO FLOOR WHEN ATTEMPTING TO SIT ON ROLLING STOOL	CONTUSION, STRAIN	ROLLING STOOLS ARE NORMAL IN HEALTH CARE FACILITY	CHAIR ROLLED OUT FROM UNDERNEATH	UNKNOWN - POSSIBLY PANTS WERE SLICK	STOOL REPLACED WITH A CHAIR WITH BACK	IO		
10-17-22	ROLLED ANKLE ON DOORSTOP AND FELL PROVIDING FIRST AID	SPRAIN EXPOSURE	DOORSTOP WAS IN WALKWAY	UNKNOWN	DOORSTOP WAS HARD TO SEE	DEPT ORDERED AN ORANGE DOORSTOP	CLAIM		
10-22-22	CATCHING A LOOSE CAT	CAT BITE	NORMAL	NONE	NONE	NONE	CLAIM		
10-25-22	TRIP/FALL OVER GARBAGE CAN WHEN WALKING BACKWARDS LOOKING AT THE VOTERS LINE	STRAIN, BRUISE	NORMAL	WALKING BACKWARDS	NONE	LOOK AT DIRECTION OF TRAVEL	IO		
10-28-22	CUT WHEN PICKING UP TRASH & SUBSEQUENT INFECTION	LACERATION & INFECTION	NORMAL - BRUSH & TRASH	EE SAID ITEM PUNCTURED GLOVE	NONE	USE PROPER GLOVES	CLAIM		
10-30-22	FELL ONTO FLOOR WHEN RUNNING TO EMERGENCY CALL	CONTUSION, SWELLING	RESPONDERS COMING FROM DIFFERENT HALLWAYS	NORMAL	LACK OF VISIBILITY	CONSIDER PLACING MIRRORS AT INTERSECTIONS	IO		
10-30-22	FELL ONTO FLOOR WHEN RUNNING TO EMERGENCY CALL	CONTUSION, SWELLING	RESPONDERS COMING FROM DIFFERENT HALLWAYS	NORMAL	LACK OF VISIBILITY	CONSIDER PLACING MIRRORS AT INTERSECTIONS	IO		

CLAIMS 7
INCIDENTS ONLY 7
TOTAL 14

Injury Report for		NOVEMBER 2022					Report as of 1-11-23		Pg 1 of 2
DATE	INCIDENT	INJURY	HAZARDOUS CONDITION	UNSAFE ACT	CONTRIBUTING FACTOR	CORRECTIVE ACTION	CLAIM or INCIDENT		
11-3-22	SLIP/FALL ON ICE IN PARKING LOT	PAIN	ICY PARKING LOT (COUNTY PROPERTY)	NOPRML	WEATHER	USE CARE	IO		
11-3-22	CONTROLLING AN ARRESTEE	SPRAIN	NORMAL	NONE	ACT OF ANOTHER	NONE	CLAIM		
11-5-22	ALTERCATION WITH ARRESTEE	LACERATION	NORMAL	NORMAL	ACT OF ANOTHER	NONE	IO		
11-5-22	ALTERCATION WITH ARRESTEE	PAIN, STIFFNESS	NORMAL	NORMAL	ACT OF ANOTHER	NONE	IO		
11-5-22	ALTERCATION WITH ARRESTEE	PAIN, STIFFNESS	NORMAL	NORMAL	ACT OF ANOTHER	NONE	IO		
11-5-22	LIFTED A FULL TRASH CAN TO DUMP CONTENTS ONTO A TRAILER	STRAIN	NORMAL	NORMAL	NONE	USE CARE	IO		
11-6-22	ARRESTEE SPIT ON EMPLOYEE	EXPOSURE	NORMAL	NORMAL	ACT OF ANOTHER	NONE	CLAIM		
11-7-22	ALTERCATION WITH INMATE	CONTUSION, SWELLING	NORMAL	NORMAL	ACT OF ANOTHER	NONE	CLAIM		
11-7-22	ROLLED ANKLE RUNNING TO AN EMERGENCY CALL	STRAIN	NORMAL	NORMAL	NONE	NONE	IO		
11-7-22	ALTERCATION WITH INMATE	STRAIN, CONTUSION	NORMAL	NORMAL	ACT OF ANOTHER	NONE	CLAIM		
11-7-22	DT TRAINING	ACL TEAR, SPRAIN	NORMAL	NONE	NONE	NONE	CLAIM		
11-8-22	PREPARING KITTEN FOR VACCINATION	CAT SCRATCH	NORMAL	NONE	ANIMAL	USE PPE	CLAIM		
11-11-22	ALTERCATION WITH INMATE	LACERATION	NORMAL	NORMAL	ACT OF ANOTHER	NONE	IO		
11-13-22	PUSHED BACKWARDS DURING A RESTRAINT & STRUCK ELBOW ON FIXED OBJECT IN A CELL	NUMBNESS	NORMAL	NORMAL	ACT OF ANOTHER	NONE	IO		
11-15-22	2 YR OLD CHILD BIT DURING A VISITATION	HUMAN BITE	NORMAL	NONE	ACT OF ANOTHER	NONE	CLAIM		
11-16-22	ALTERCATION WITH INMATE	STRAIN	NORMAL	NORMAL	ACT OF ANOTHER	NONE	IO		
11-17-22	MVA - REAR-ENDED	STRAIN	NORMAL	NORMAL	ACT OF ANOTHER	NONE	CLAIM		
11-18-22	DT TRAINING	HEAD INJURY, STRAIN	NORMAL	NONE	SPATIAL AWARENESS	MOVE MATS FURTHER AWAY FROM WALL	CLAIM		
11-18-22	DT TRAINING	TENDINITIS	NORMAL	NONE	NONE	NONE	CLAIM		
11-21-22	LOADING DOG INTO TRUCK	DOG BITE	NORMAL	NORMAL	ANIMAL	ASSISTANCE WAS BUSY ON OTHER CALLS	IO		
11-25-22	ALTERCATION WITH INMATE	PAIN	NORMAL	NORMAL	ACT OF ANOTHER	NONE	IO		
11-25-22	ALTERCATION WITH INMATE	PAIN	NORMAL	NORMAL	ACT OF ANOTHER	NONE	IO		
11-29-22	TRIP/FALL OVER A CURB WHEN EXITING A VEHICLE	PAIN	NORMAL (NON-COUNTY SITE)	UNKNOWN	NONE	PAY ATTENTION TO SURROUNDINGS	IO		
11-29-22	PURSUEING FLEEING SUSPECT OVER A FENCE	STRAIN	NORMAL	NORMAL	ACT OF ANOTHER	NONE	IO		
11-29-22	PURSUEING FLEEING SUSPECT OVER A FENCE	LACERATIONS	NORMAL	NORMAL	ACT OF ANOTHER	NONE	IO		

Injury Report for		NOVEMBER 2022					Report as of 1-11-23		Pg 2 of 2
DATE	INCIDENT	INJURY	HAZARDOUS CONDITION	UNSAFE ACT	CONTRIBUTING FACTOR	CORRECTIVE ACTION	CLAIM or INCIDENT		
11-29-22	PURSUING FLEEING SUSPECT OVER A FENCE	LACERATION, ABRASIONS	NORMAL	NONE	METAL ON CHAIN LINK FENCE	NONE	CLAIM		
11-29-22	FEEDING A FERAL KITTEN	CAT BITE	NORMAL	NONE	ANIMAL	USE PPE	CLAIM		

CLAIMS 12
 INCIDENTS ONLY 15
 TOTAL 27

Injury Report for		DECEMBER 2022				Report as of 1-11-23		Pg 1 of 2
DATE	INCIDENT	INJURY	HAZARDOUS CONDITION	UNSAFE ACT	CONTRIBUTING FACTOR	CORRECTIVE ACTION	CLAIM or INCIDENT	
12-1-22	ALTERCATION WITH INMATE	ABRASION	NORMAL	NORMAL	ACT OF ANOTHER	NONE	IO	
12-1-22	ALTERCATION WITH INMATE	ABRASION	NORMAL	NORMAL	ACT OF ANOTHER	NONE	IO	
12-1-22	MVA - MERGING ONTO ROADWAY EE STRUCK A STOPPED SEMI TRAILER	CONTUSIONS, TEAR	NORMAL - HEAVY TRAFFIC	SAID SNEEZED & THEN DID NOT HAVE TIME TO STOP	PRIOR MOVING VIOLATION FOR UNSAFE LANE CHANGE	TRAINING, COUNSELING	CLAIM	
12-1-22	ALTERCATION WITH INMATE	SPRAIN	NORMAL	NORMAL	ACT OF ANOTHER	NONE	CLAIM	
12-10-22	ALTERCATION WITH INMATE	MUSCLE SPASMS	NORMAL	NONE	ACT OF ANOTHER	NONE	CLAIM	
12-10-22	ALTERCATION WITH INMATE	CONTUSION	NORMAL	NONE	ACT OF ANOTHER	NONE	CLAIM	
12-11-22	RESTRAINING JUVENILES	SPRAIN	NORMAL	NONE	ACT OF ANOTHER	NONE	CLAIM	
12-11-22	SLIP/FALL ON ICE/SNOW WHEN SHOVELLING SNOW TO UNBURY THE PATROL VEHICLES	SPRAIN, STRAIN	ICY PARKING LOT (COUNTY PROPERTY)	NONE	WEATHER	WEAR PPE, USE CARE	CLAIM	
12-12-22	STEPPED ON UNEVEN, ROCKY GROUND	SPRAIN	OFF SITE WALKING FROM HOMELESS CAMPSITE	NORMAL	NONE	USE CARE	IO	
12-12-22	MVA - VEHICLE HIT ICE THEN EMBANKMENT & FLIPPED	CONTUSION	ICE/SNOW	NORMAL	WEATHER	NONE	CLAIM	
12-13-22	SLIP/FALL ON ICE/SNOW IN PARKING LOT	CONTUSION	ICY PARKING LOT (COUNTY PROPERTY)	NORMAL	WEATHER	USE CARE	CLAIM	
12-13-22	SLIP/FALL ON ICE WALKING TO GET LUNCH DURING TRAINING	CONTUSIONS	ICE/SNOW (NON-COUNTY)	NONE	WEATHER	USE PPE WHEN POSSIBLE	CLAIM	
12-14-22	SLIP/FALL ON ICE AT INSPECTION SITE	NONE REPORTED	ICE/SNOW (NON-COUNTY)	NORMAL	WEATHER	USE CARE	IO	
12-16-22	SLIP/FALL ON ICE GETTING OUT OF CAR TO WALK INTO WORK	CONTUSION, PAIN	ICY PARKING LOT (COUNTY PROPERTY)	NONE	WEATHER	USE CARE	CLAIM	
12-21-22	SLIP/FALL ON ICE AT CLIENTS RESIDENCE	PAIN	ICE/SNOW (NON-COUNTY)	NORMAL	WEATHER	USE CARE	CLAIM	
12-22-22	SLIP ON ICE HELD ONTO FENCE TO BREAK FALL	STRAIN, SPRAIN	ICE/SNOW (NON-COUNTY)	NORMAL	WEATHER	TRAINING FOR DEPT ON HAND/FOOT PLACEMENT WHEN PERFORMING TASKS & USE CARE IN WEATHER	IO	
12-22-22	WALKING DOG TO KENNEL	DOG BITE	OTHER DOGS AGGITATED IT	NORMAL	ANIMALS	IDENTIFY DOG NEEDS & PUT IN DIFFERENT AREAS IF NEEDED	IO	
12-24-22	ALTERCATION WITH INMATE	SWELLING	NORMAL	NORMAL	ACT OF ANOTHER	NONE	IO	

Injury Report for		DECEMBER 2022					Report as of 1-11-23		Pg 2 of 2
DATE	INCIDENT	INJURY	HAZARDOUS CONDITION	UNSAFE ACT	CONTRIBUTING FACTOR	CORRECTIVE ACTION	CLAIM or INCIDENT		
12-26-22	STRUCK BY VEHICLE WHILE WALKING TO VEHICLE AT A TRAFFIC STOP	MULTIPLE	NORMAL	NORMAL	ACT OF ANOTHER	NONE	CLAIM		
12-27-22	POSSIBLE EXPOSURE TO FENTANYL	EXPOSURE	NORMAL	NONE	NONE	NONE	CLAIM		
12-27-22	POSSIBLE EXPOSURE TO FENTANYL	EXPOSURE	NORMAL	NORMAL	UNKNOWN	NONE	CLAIM		
12-29-22	MVA - DRIVER OF PATROL VEHICLE STRUCK HEAD-ON BY FLEEING SUSPECT	STRAIN	NORMAL	NONE	ACT OF ANOTHER	NONE	CLAIM		
12-29-22	MVA - PASSENGER OF PATROL VEHICLE STRUCK HEAD ON BY FLEEING SUSPECT	CONCUSSION	NORMAL	NORMAL	ACT OF ANOTHER	NONE	CLAIM		
12-31-22	INMATE SPRAYED UNKNOWN LIQUID (POSSIBLY BLEACH) ON EE	EXPOSURE	NORMAL	NORMAL	ACT OF ANOTHER	ASKED DEPT ABOUT INMATES ACCESS TO CLEANING SUPPLIES	IO		
12-31-22	STEPPED ON SNOW PILE & ROLLED ANKLE	TWISTED	ICY PARKING LOT (COUNTY PROPERTY)	NORMAL	WEATHER	HAVE FACILITIES PLOW SNOW BEFORE IT BUILDS UP, USE CARE	IO		

CLAIMS 16
 INCIDENTS ONLY 9
 TOTAL 25

Injury Report for		JANUARY 2023					Report as of 1-11-23		Pg 1 of 2
DATE	INCIDENT	INJURY	HAZARDOUS CONDITION	UNSAFE ACT	CONTRIBUTING FACTOR	CORRECTIVE ACTION	CLAIM or INCIDENT		
1-1-23	SLIP/FALL ON ICE GETTING OUT OF VEHICLE	NONE REPORTED	ICY PARKING LOT (COUNTY PROPERTY)	NORMAL	WEATHER	USE CARE	IO		
1-2-23	SLIP/FALL ON ICE IN PARKING LOT	LACERATIONS, PAIN	ICY PARKING LOT (COUNTY PROPERTY)	NORMAL	WEATHER	WORK CREW DISPATCHED TO CLEAR AREA	IO		
1-3-23	SLIP/FALL ON ICE WALKING AROUND VEHICLE	NONE REPORTED	ICY PARKING LOT (COUNTY PROPERTY)	NORMAL	WEATHER	A CIP IS IN PLACE TO DIVERT WATER FLOW FROM THE TOP OF THE ROOF TO A DRAIN - USE ICE MELT AND USE CARE	IO		
1-3-23	SLIP/FALL ON ICE IN PARKING LOT	NONE REPORTED	ICY PARKING LOT (COUNTY PROPERTY)	NORMAL	WEATHER	WORK ORDER FOR CLEARING - USE CARE	IO		
1-2-23	DRIVER - HIT HEAD-ON BY OUT OF CONTROL VEHICLE	STRAIN	ICY/SNOWY ROADS	NONE	ACT OF ANOTHER	NONE	CLAIM		
1-3-23	PASSENGER - STRUCK HEAD-ON BY OUT OF CONTROL VEHICLE	STRAIN	ICY/SNOWY ROADS	NORMAL	ACT OF ANOTHER	NONE	CLAIM		
1-3-23	SLIP/FALL ON ICE IN PARKING LOT	PAIN	ICY PARKING LOT (COUNTY PROPERTY)	NORMAL	WEATHER	WORK ORDER FOR CLEARING - USE CARE	IO		
1-4-23	SLIP/FALL ON ICE IN PARKING LOT	ABRASIONS	ICY PARKING LOT (COUNTY PROPERTY)	NORMAL	WEATHER	WORK ORDER FOR CLEARING - USE CARE	IO		
1-4-23	SLIP/FALL ON ICE IN PARKING LOT	NONE REPORTED	ICY PARKING LOT (COUNTY PROPERTY)	NORMAL	WEATHER	WORK ORDER FOR CLEARING - USE CARE	IO		
1-4-23	SLIP/FALL ON ICE IN PARKING LOT	NONE REPORTED	ICY PARKING LOT (COUNTY PROPERTY)	NORMAL	WEATHER	WORK ORDER FOR CLEARING - USE CARE	IO		
1-4-23	SLIP/FALL ON ICE IN PARKING LOT	PAIN	ICY PARKING LOT (COUNTY PROPERTY)	NORMAL	WEATHER	WORK ORDER FOR CLEARING - USE CARE	IO		
1-4-23	SLIP/FALL ON ICE IN PARKING LOT	ABRASIONS	ICY PARKING LOT (COUNTY PROPERTY)	NORMAL	WEATHER	WORK ORDER FOR CLEARING - USE CARE	IO		
1-4-23	SLIP/FALL ON ICE IN PARKING LOT	TWISTED	ICY PARKING LOT (COUNTY PROPERTY)	NORMAL	WEATHER	WORK ORDER FOR CLEARING - USE CARE	IO		
1-4-23	SLIP/FALL ON ICE IN PARKING LOT	FRACTURE	ICY PARKING LOT (COUNTY PROPERTY)	NORMAL	WEATHER	WORK ORDER FOR CLEARING - USE CARE	CLAIM		
1-4-23	SLIP/FALL ON ICY STEPS IN PARKING GARAGE	PAIN	ICY STAIRS (COUNTY)	NONE	WEATHER	USE ELEVATOR IN INCLEMENT WEATHER, ICE MELT	CLAIM		
1-4-23	SLIP/FALL ON ICY DRIVEWAY WHEN DELIVERING A CLIENTS MEAL	SPRAINS, CONTUSIONS	ICY DRIVEWAY (NON-COUNTY PROPERTY)	NONE	WEATHER	USE CARE	CLAIM		
1-4-23	SLIP ON ICE, TWISTED WHEN TRYING TO KEEP FROM FALLING	STRAIN	ICY PARKING LOT (COUNTY PROPERTY)	NONE	WEATHER	USE CARE	CLAIM		

Injury Report for		JANUARY 2023					Report as of 1-11-23			Pg 2 of 2
DATE	INCIDENT	HAZARDOUS CONDITION	UNSAFE ACT	CONTRIBUTING FACTOR	CORRECTIVE ACTION	CLAIM or INCIDENT				
1-4-23	CUT BY METAL BAR TAKING OFF RESTRAINTS	NORMAL	NONE	STRUGGLING INMATE	NONE	CLAIM				
1-5-23	SLIP/FALL GETTING OFF ELEVATOR	WET FLOORS FROM SNOW MELTING OFF PEOPLES SHOES	NORMAL	LACK OF MAINTENANCE	USE CARE, CLEAN UP AREA, ADD MORE MATS	IO				
1-5-23	FOOT PURSUIT ON STAIRS - STOPPED ABRUPTLY	NORMAL	NONE	ACT OF ANOTHER	NONE	CLAIM				
1-5-23	FOOT PURSUIT ON STAIRS - STOPPED ABRUPTLY	NORMAL	NONE	ACT OF ANOTHER	NONE	CLAIM				
1-5-23	SLIP/FALL ON OIL & WATER ON SHOP FLOOR	GREASING PARTS ON EQUIPMENT & SOME LEAKED ONTO THE FLOOR	NORMAL	CLEANED UP AFTER INCIDENT	BE AWARE OF CONDITIONS, DISCUSSED HOUSEKEEPING PROCEDURES	IO				
1-6-23	MOVING SANDBAGS	NORMAL	NONE	NONE	NONE	CLAIM				

CLAIMS 10
 INCIDENTS ONLY 13
 TOTAL 23

Department Breakdown as of 1-11-23

FY 22
7-1-21 thru 1-31-22

FY 23
7-1-22 thru 1-11-23

DEPARTMENT	CLAIMS	INCIDENTS	TOTAL	CLAIMS	INCIDENTS	TOTAL
Alternative Sentencing		2	2			0
Animal Services	4	5	9	3	2	5
Assessors		1	1	1		1
Building & Safety			0			0
Clerk's Office			0			0
Crime Lab		2	2	3		3
Comptrollers		1	1			0
CSD - Facilities & Admin	2		2	1	1	2
District Attorneys			0	1		1
District Court	1	3	4	3	8	11
Equipment Services			0		1	1
Flood			0			0
Health	5	9	14	1	4	5
Human Resources			0			0
Human Services	3	9	12	3	3	6
Incline Village Justice Ct.			0			0
Juvenile Services	7	1	8	4	2	6
Libraries	5	6	11		2	2
Managers Office			0	1	2	3
Medical Examiner	1	1	2	1	1	2
Parks	3	1	4	2		2
Public Administrator			0			0
Public Defender			0	1		1
Public Guardian			0	1		1
Recorders Office		1	1			0
Registrar of Voters			0		1	1
Reno Justice Court			0			0
Roads	2	4	6	1	3	4
Sheriffs Office	60	33	93	57	38	95
Sparks Justice Court			0			0
Technology Services			0			0
Treasurers		1	1		1	1
Water	2		2			0
TOTALS	95	80	175	84	69	153

MONTHLY COMPARISON
as of 1-11-23

	FY21				FY22				FY23			
	CLAIMS	IR'S	TOTAL	DENIED	CLAIMS	IR'S	TOTAL	DENIED	CLAIMS	IR'S	TOTAL	DENIED
JULY	10	12	22	1	9	8	17	0	9	4	13	1
AUG	11	7	18	2	6	10	16	1	19	14	33	1
SEPT	10	10	20	1	23	6	29	3	11	7	18	2
OCT	17	24	41	3	18	15	33	3	7	7	14	1
NOV	9	4	13	0	13	12	25	3	12	15	27	0
DEC	9	4	13	0	17	18	35	1	16	9	25	0
JAN	12	2	14	2	9	11	20	2	10	13	23	0
FEB	11	3	14	0	8	10	18	2				
MAR	13	6	19	0	18	10	28	4				
APR	8	10	18	0	17	5	22	0				
MAY	13	5	18	0	7	11	18	2				
JUN	18	5	23	0	8	8	16	2				
	141	92	233	9	153	124	277	23	84	69	153	5

as of Jan 31st

141

175

154